

**DUTY STATEMENT
DEPARTMENT OF MENTAL HEALTH
PATTON STATE HOSPITAL**

JOB CLASSIFICATION: Staff Service Analyst WORKING TITLE: FMLA/Ergonomic Coordinator
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1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES -

30% **Oversight and administration of the hospital's Family and Medical Leave Act (FMLA) Program. Develops, maintains, and revises hospital policies and forms** as necessary to comply with federal guidelines and DSH Special Orders or Administrative Letters.

Responsible for receiving, oversight, and responding to all FMLA/CFRA inquiries and applications for DSH-Patton. Verifies FMLA/CFRA applicants meets all qualifications as designated by Federal and California State regulations and the Department of Labor. Process all applications and respond timely to strict deadlines.

Prepare and submit reports regarding FMLA benefits and usage. Maintains ASSIST program and Excel Spreadsheets for approved, pending and denied FMLA Benefits for Employees.

Consults with outside doctors and medical staff to clarify concerns or discrepancies with FMLA or doctor notes upon request of supervisor, or in response to concerns or discrepancies with the forms. Member of the DSH Statewide FMLA Workgroup.

20% **Provides guidance and consultation to supervisors regarding approval of FMLA, or FMLA re-certifications.** Approve supervisors and delete supervisors from access to HR Shared Drive to review employee FMLA data records. Act as a knowledgeable resource for the HR Benefits Department regarding employee entitlement to benefits.

Responsible for the planning, oversight, and implementation of the Hospital's Ergonomic Assessment Program. Identifies and minimizes or eliminates risk factors that may contribute to but not limited to musculoskeletal disorders (MSD) and repetitive motion injuries (RMI) -Performance of Ergo assessments includes the ability to walk around and visit worksites inside and outside of the Secure Treatment Area and may require bending, stooping, reaching, and

twisting.

Ergonomic Assessments -conducts an evaluation that provides information to determine whether the existing work condition promotes safe and efficient work habits in the interaction of people and the objects or tools they use most frequently.

Consults and may interact with EEO, Return to Work Coordinators, General Services, Facilities Operations, Technology Systems, and vendors in order to provide the necessary recommendations and equipment to comply with regulatory requirements for the Ergonomic Assessment Program.

20%

Oversight and administration of the hospital's Catastrophic Leave Program. Receives applications and verifies all required documentation in is submitted. Establishes that employees meet criteria as defined under hospital policy and bargaining unit contract provisions. Communicates and works with supervisors, hospital administration, and Transactions department in obtaining required documentation, signatures, and donations.

Reviews and revises hospital policies pertaining catastrophic leave for potential policy changes due to change in bargaining unit contractual provisions, change in applicable laws or regulations, change in Special Orders, or needs of facility. Reviews and proposes policy changes, evaluates alternatives, makes recommendations of policy change for approval and implementation by hospital management.

10%

Oversight and administration of the hospital's Limited Duty and Pregnancy Accommodation and Family Leave Programs. Evaluates requests by hospital staff for limited duty and pregnancy accommodation assignments. Establishes that employees meet criteria for assignments as defined under the Special Order on State Hospital Occupational Health Clinic, California Labor Code, hospital policy, bargaining unit contract provisions, California Family Rights Act, and Pregnancy Disability Rights Laws. Assigns employees to appropriate assignments after identification of employees' work limitations and duration and considering the needs of the facility. Monitors the employee's progression through the programs which may require change in the terms of the assignment when employee's limitations change.

Responds to management, supervisors and employee inquiries pertaining to the Limited Duty and Pregnancy Accommodation programs.

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10% Verifies staff licensing requirements through BVNPT. Receives and tracks the 25 year and service retirement gifts. Organizes the 25 years/service retirement town hall meetings.

10% **Train supervisors and employees in relation to Ergonomics, FMLA/CFRA, and Catastrophic Leave.** Able to develop training material and create a PowerPoint presentation relating to all updated materials and changes concerning benefits.

Other duties as required.

2. SUPERVISION RECEIVED

This position receives supervision from the Staff Services Manager I (Employee Relations Officer).

3. SUPERVISION EXERCISED

This position does not generally supervise but may lead other staff.

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Knowledge of federal and state laws concerning FMLA/CFRA, knowledge of workers compensation laws, bargaining unit contract provisions specific to benefits provided through Catastrophic Leave, workers compensation, and limited duty/return to work programs, Labor Codes, Department of Labor guidelines pertaining to FMLA/CFRA. Principles, practices and trends of public and business administration, management and supportive staff services such as budgeting, personnel, and management analysis; and government functions and organization; methods and techniques of effective conference leadership.

ABILITY TO:

Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others, act as a team or conference leader.

5. REQUIRED COMPETENCIES

INFECTION CONTROL

Applies knowledge of correct methods for controlling the spread of pathogens

appropriate to job class and assignment.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace that enable the employee to work effectively.

SITE SPECIFIC COMPETENCIES

Work independently; organize and analyze data related to return to work and other workers' compensation programs, establish and maintain effective relations with all levels of hospital staff and the community, develop clear and comprehensive reports, recognize and develop training for staff in return to work and workers' compensation programs.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

Demonstrates proficiency in use of the State Controller's Office, Assist, Workers' Compensation Claims Management System (WCCMS) software. Knowledge of and application of computer programs such as Microsoft Word, Excel, and PowerPoint. Ability to compose grammatically correct correspondence.

- 6. LICENSE OR CERTIFICATION – Possession of a valid California Driver's License and Defensive Driving Permit is required.**

7. TRAINING -

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS

The employee is required to work any shift and schedule in a variety of settings and security areas throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

- Report to work on time and follow procedures for reporting absences.
- Maintain a professional appearance.

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_____ Employee Signature	_____ Print Name	_____ Date
_____ Supervisor Signature	_____ Print Name	_____ Date
_____ Reviewing Supervisor Signature	_____ Print Name	_____ Date